

Submit Request for Course and Exam Registration by an Organization

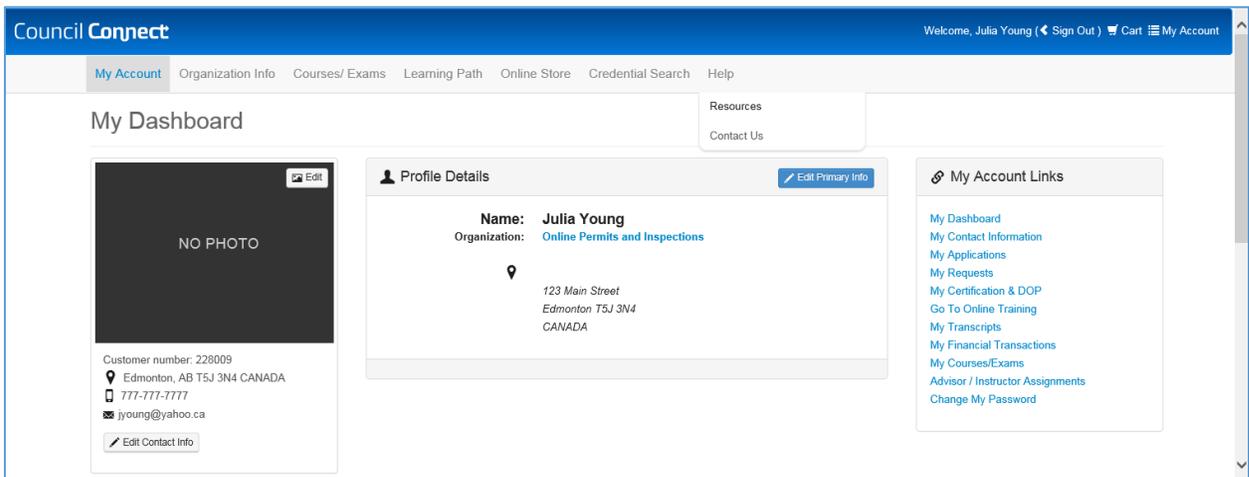
This tutorial walks you through the steps to submit a request on behalf of an organization to register a group of employees for exams and/or courses.

This process uses the following two forms:

1. Course Registration Form for Organizations for:
 - a. Group registration for courses
 - b. In-house training for courses
2. Exam Registration Form for Organizations for:
 - a. Group exam(s)
 - b. In-house training exam(s)
 - c. Copyright challenge exam(s)

The following is the process to complete and submit the course and exam registration forms for Registrations:

1. Download, complete, and save the form(s)
2. Submit a request for **Register Group for Training** or **Register a Group for In-House Offering** along with the completed form(s)



The screenshot shows the 'My Dashboard' page in the Council Connect system. The user is identified as Julia Young, associated with the organization 'Online Permits and Inspections'. The dashboard includes a profile details section with contact information, a 'My Account Links' sidebar with various navigation options, and a main menu at the top with tabs for 'My Account', 'Organization Info', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. A 'Resources' dropdown menu is also visible.

1. From the **Main Menu**:
 - a. Hover over the **Help** tab
 - b. Select **Resources**

Resources

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Please click on a category to browse our help resources:

[01. Getting Started](#)[02. Personal Dashboard](#)[03. Organization Dashboard](#)[04. Training](#)[05. SCO Certification](#)[06. ME Certification](#)[07. Accreditation of Organizations](#)[08. Designation of Powers](#)[09. Advisor and Instructor](#)[10. Continuing Education](#)[A01. FORMS - General](#)[Course Equivalency Request \(PDF\)](#)[Student Awards Program \(PDF\)](#)[Permanent Proctor Approval Form NEW \(PDF\)](#)[Exam Reread Form \(PDF\)](#)[Course Withdrawal Form \(PDF\)](#)[Course Registration Form For Organizations \(PDF\)](#)[Exam Registration Form For Organizations \(PDF\)](#)

2. From the **Resources** page:
 - a. Click **Forms – General** to expand
 - b. Click **PDF** beside the form you want to use:
 - i. Course Registration Form For Organization
 - ii. Exam Registration Form For Organization

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COURSE REGISTRATION FORM FOR ORGANIZATIONS

SUBMISSION INSTRUCTIONS

STEP 1: Ensure that each of your students has their own individual Council Connect account.

STEP 2: Fill out this form. If the courses differ by student, please fill out a separate form for each request.

STEP 3: Log in to your Council Connect account to submit the form(s) using Help > Contact Us.

STEP 4: If you know the exam date(s) you would like to request, please submit the "Exam Registration for Organizations" form alongside this form.

STEP 5: Pay the invoice that will be submitted to you through your Council Connect account's Organization Dashboard.

Organization Name:

Organization Contact Name:

Group Registration
 In-House Training

Which course(s) would you like to register for?

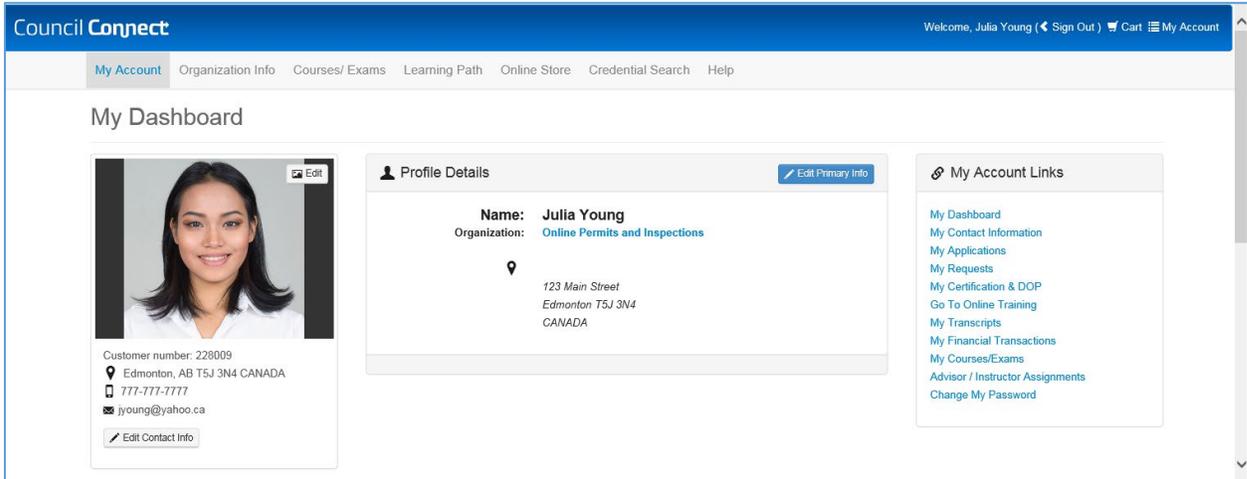
Course Name	Course ID	Requested Classroom Date <small>(if applicable; not guaranteed until confirmed)</small>

Which student(s) would you like to register? Attach a separate page if necessary.

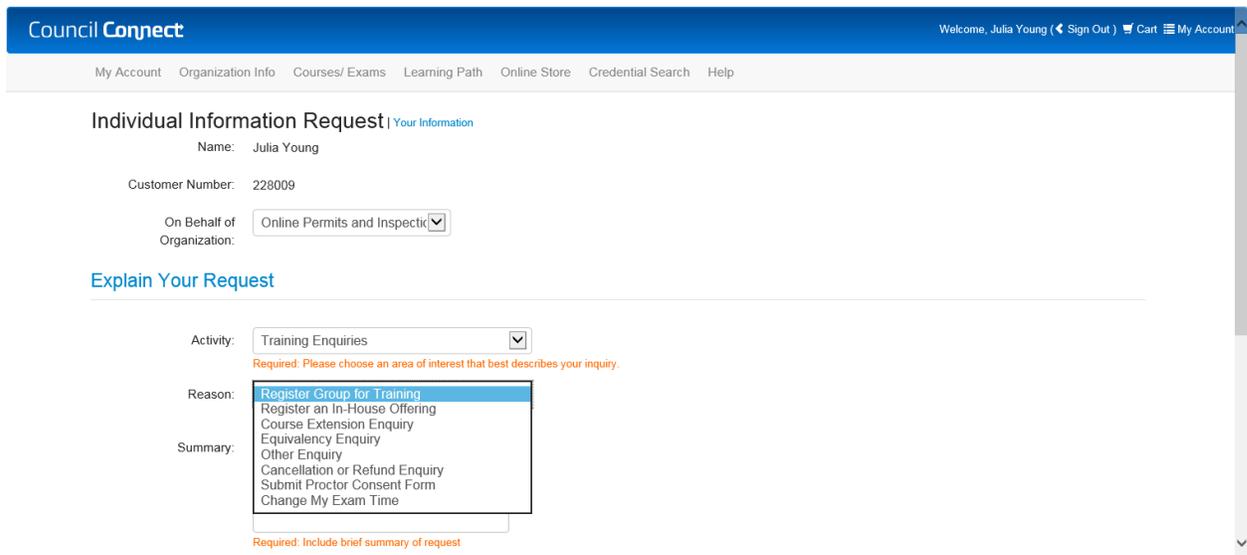
Student Name	Student Customer Number

3. From the fillable online form:
 - a. Complete the form
 - b. Save a copy to your computer or other device
4. Continue downloading and completing as many forms as you need

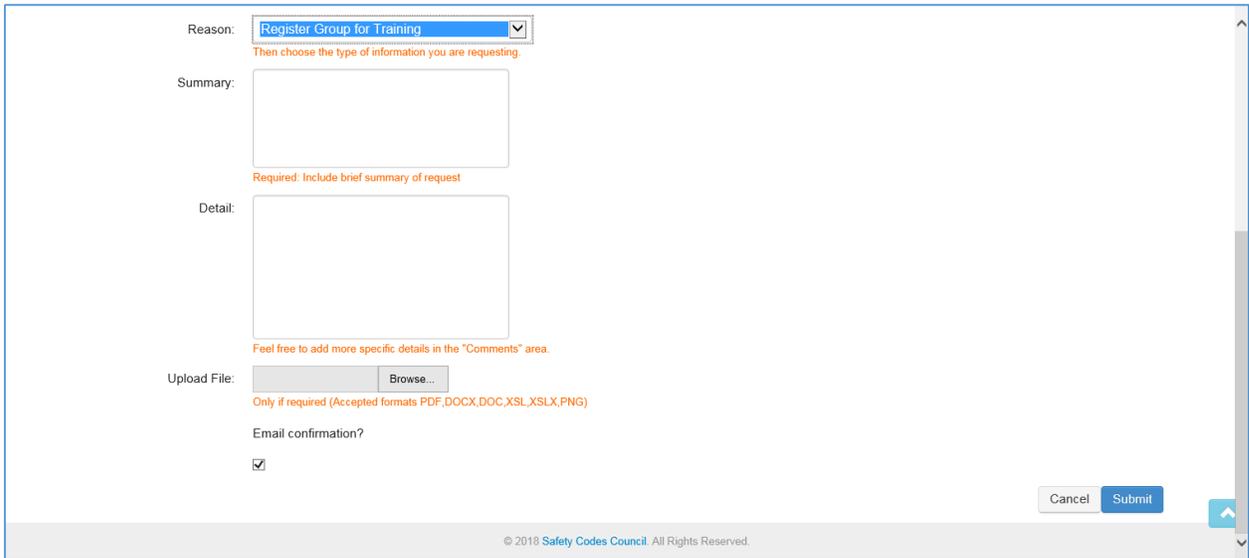
Note: If you need to submit more than one form, you will have to scan multiple forms and combine into a single file to upload into your request.



5. From the **My Dashboard** page:
 - a. Hover your mouse over **Help**
 - b. Select **Contact Us**



6. From the Individual Request Information page:
 - a. **On Behalf of Organization:** select your organization
 - b. Click on the **arrow** beside **Activity**
 - c. Select **Training Enquiries**
 - d. Click on the **arrow** beside **Reason**
 - e. Select **Register Group for Training** or **Register an In-House Offering**



Reason: 

Then choose the type of information you are requesting.

Summary:

Required: Include brief summary of request

Detail:

Feel free to add more specific details in the "Comments" area.

Upload File:

Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

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7. From the Individual Request Information page:
 - a. **Summary:** enter a summary of your request (50 characters maximum)
 - b. **Detail:** enter the details regarding your organization registration request
 - c. **Upload File:** click on the **Browse** button
 - d. Find and click on your completed form
 - e. Click **Open**
 - f. Click the **Email confirmation** checkbox if you want to receive the confirmation email for your submission
 - g. Click the **Submit** button